How to Replenish a Petty Cash Fund

To replenish an authorized Petty Cash Fund, complete the following steps:

Step 1: **Reconcile the fund** – Cash on hand (plus any transfer memos) + Unreplenished receipts should **ALWAYS** equal the authorized Petty Cash Fund amount. The Petty Cash Reconciliation form (PCR) is a great tool for this!

EXAMPLE: Authorized Fund Amount: $500

Cash on Hand: $400

Unreplenished Receipts (signed/initialed by recipients): $100

Step 2: **Prepare Payment Authorization (PA) to submit for replenishment.**

Payment Authorization Form

Invoice # - Create a unique value here

Payment Type – 'Petty Cash Establishment/Replenishment'

Payee Information – Must be designated custodian on record. If you need to update a Petty Cash Fund Custodian please email pcgc@ucdenver.edu for directions

Payee Address must be the organizational unit address (campus), not custodian's home address

Description – 'Petty Cash Replenishment'

Speedtype – Must match speedtype Petty Cash Fund is approved under – email pcgc@ucdenver.edu to update.

Account Code – Varies, most should use 495102 (Study Subjects) for payments given to study subjects.

Amount – Must match the total dollar amount of receipts to be replenished. (Example shows 4 receipts @ $25 each – so Payment Authorization reflects $100 replenishment request)

Receipts must include: Date distributed, name or Study Subject ID number of recipient, dollar amount distributed, official university business purpose, and recipient signature or initials

Step 3: **Scan and email signed, completed form and all required documentation (receipts) to the Procurement Service Center at apinvoice@cu.edu for processing.**

Frequently Asked Questions (FAQ):

Q: When should I replenish my Petty Cash Fund?

You can replenish the fund before you utilize the full amount on hand so that you do not run out. The replenishment process takes time so plan accordingly.

Q: How often should I be replenishing a Petty Cash Fund?

The funds must be replenished at least once per quarter; as well as, at the end of the fiscal year (June); any time the designated custodian changes; and, any time a shortage is detected.

Q: How do I send my receipts to the PSC for replenishment?

Scan a copy of all the receipts you need replenished with your completed Payment Authorization request for replenishment.

Q: How do I make changes to an authorized Petty Cash Fund?

By completing an update request using the PCCF Request Form. Send in to pcgc@ucdenver.edu

for processing.

Q: How do I replenish the fund if I have found a Shortage?

The Finance Office should be notified if there is a shortage in an authorized Petty Cash Fund at pcgc@ucdenver.edu. They will provide next steps, most likely will come out to complete an audit of the fund and provide guidance.

An unrestricted department funding source should be identified to cover the expense of the shortage. A Payment Authorization should be completed and submitted to the PSC similar to replenishing a Petty Cash Fund. Shortages should be recorded using Account Chartfield 552630.

Q: Where should I cash the check once I receive the replenishment?

At the Campus Bursar's Office.

Q: Where should additional questions regarding my Petty Cash Fund be directed?

pcgc@ucdenver.edu